

SJC EMPLOYEE PARKING RULES & REGULATIONS

A. Displaying Permit/Hangtag/Decal

1. All vehicles must have a valid, facility-specific parking hangtag and decal, when applicable.
2. Parking hangtags must always be displayed from the vehicle's rearview mirror while parked in an SJC employee parking facility.
3. The parking hangtag number and decals shall be clearly visible from outside the vehicle.
4. Parking within a designated ADA parking stall requires a valid ADA permit as well as a valid employee parking hangtag. Both permits must be clearly displayed.
5. The parking hangtag shall be the outermost-displayed hangtag.
6. Vehicles with car covers are not exempt from this regulation.
7. Motorcycles must display a valid SJC parking decal.
8. Motorcycle decals must be displayed on the right side of the bike's fork.
9. Failure to display a valid parking hangtag/decal for any reason can result in a parking citation. It is the employee's responsibility to ensure their hangtag/decal is properly displayed, valid and corresponds to the employee parking facility they have been authorized to use.

B. Proper Use of Proximity Card/Hangtag

1. Proximity cards and hangtags are not transferable and are intended for use only by the employee to allow one vehicle to access the SJC employee parking facility.
2. Proximity card cardholders must use a single entry followed by a single exit.
3. Proximity cardholders attempting multiple consecutive entries or exits will be locked out of the parking access control system.
4. If you experience issues with your proximity card, contact the Airport's Parking Contractor using the intercom button on the parking equipment or by calling 408-441-5570.
5. Misuse of the issued proximity card may result in issuance of an Administrative Citation of \$100 for failure to follow Airport Rules and Regulations. Continued misuse may lead to suspension or revocation of parking privileges.

C. Other Regulations

1. No employee shall park their vehicle over 24 consecutive hours without prior authorization. Employees needing to leave their vehicle longer than 24 hours must call 408-441-5570 for approval. All requests to park for over 30 days must additionally be approved by Airport Operations.
2. No employee shall park their vehicle over or across the painted ground markings indicating a parking space.
3. No employee shall park their vehicle so that it occupies more than one (1) parking space.
4. No employee shall park their vehicle in front of driveways, doorways, or in any manner such as to block traffic, parked vehicles or roadways, or hinder the passage of pedestrians or vehicles.
5. No employee shall park their vehicle in fire lanes, loading zones, emergency areas or areas marked as no parking zones.
6. No employee shall park their vehicle on lawns, landscaped areas, sidewalks or other areas not designated for parking.
7. No employee shall park a vehicle over 20 feet in length.
8. No vehicle habitation is allowed in any Airport parking facility.
9. No loitering is allowed in any Airport parking facility.

10. No employee shall perform vehicle maintenance or repairs of any kind in any Airport parking facility, other than those required to allow for the vehicle to safely exit the parking facility.
11. No employee shall conduct private business on Airport property.
12. No employee shall use the power outlets in any parking facility to charge their vehicle or other devices.
13. No employee shall move or obscure barricades, signage or other directional apparatuses in any Airport parking facility.

D. Vehicle Accidents

1. Accidents involving motor vehicles on Airport property, including all Airport parking facilities must be reported to San José Police Department and Airport Operations via the Airport's Parking Contractor by dialing 408-441-5570.
2. Persons responsible for damage to Airport Property will be held accountable for all costs associated with the repair and/or replacement of the damaged property.

E. Lost, Stolen, or Cancelled Parking Permits/Hangtags

1. All lost hangtags and/or proximity cards must be reported immediately to your Supervisor and Parking Contractor at 408-441-5570.
2. A "Lost Parking Media Fee" of \$50 will be assessed for all lost and/or stolen parking hangtags/proximity cards. All additional lost media will increase \$25 from the previously charged lost media rate up to \$75 per occurrence. Reissuance fees will also apply to replace any damaged or intentionally defaced media.
3. To cancel a parking permit, a Permit Cancellation Replacement Form must be submitted to the Airport's Parking Contractor.
4. All cancelled permits and/or proximity cards will be immediately suspended and must be returned to the Airport's Parking Contractor.

F. Enforcement/Citations

1. All applicable state motor vehicle laws under the California Vehicle Code (CVC) shall be enforced within the defined permit parking areas and parking citations will be issued for violations.
2. All speed limits, California traffic rules and posted signs must be adhered to.
3. All citations issued to vehicles will be the responsibility of the registered owner of the vehicle. All citation appeals, directions and procedures are noted on the back of the citation.
4. Do Not bring a citation into the Airport's Parking Contractor or Airport Operations to have the infraction waived. All appeals must go through proper authority; instructions are listed on the back of the citation.
5. Citations and/or towing will be at the owner's expense for those engaging in prohibited practices and/or violating any rules and regulations.
6. Administrative Citations are issued under the San José Municipal Code section 25.16.010. Failure to comply with any of the Airport's Parking Rules and Regulations may result in the issuance of a \$100 Administrative Citation to the parking permit holder and a notification to your immediate Supervisor.

G. Shuttle Bus Conduct

1. NO open food (including fast-food bags) or beverage containers (including disposable coffee cups) are allowed on any Airport shuttle bus.
2. NO smoking (including vaping) allowed on any Airport shuttle bus.
3. Employees must obey all directions given by shuttle bus drivers and management staff. Failure to comply may result in an administrative citation and/or prohibition from using the shuttles.

H. Jump-Start Assistance

1. Jump-start services are available "in parking facility only" from the Airport's Parking Contractor by dialing 408-441-5570.
2. If towing assistance is required, parking facility access for the tow truck must be coordinated with the Airport's Parking Contractor by dialing 408-441-5570.